

## **CITY OF ATLANTA GEORGIA CLASSIFICATION SPECIFICATION**

**Job Title: Police Crime Prevention Inspector**

**Date: 1995**

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### **Purpose of Job**

The purpose of this job is to provide community crime prevention education services to businesses, civic groups and the general public in an effort to enhance safety and security and to reduce occurrences of crime. Duties include, but are not limited to: planning and developing crime prevention methods; conducting security surveys; organizing neighborhood watch programs; demonstrating personal and home safety techniques; analyzing and preparing reports; and updating records for proper documentation.

### **Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

#### **Productivity and Accountability:**

- Develops, organizes and conducts occupant protection programs and activities including seminars, workshops, lectures, seat belt safety check points, etc.
- Encourages and organizes neighborhood watch programs; assists leadership with training, available resources, networking, meeting agendas and preparation of materials for meetings; identifies locations for neighborhood watch signs.
- Develops and implements strategies to increase seat belt usage and to reduce DUI related incidents.
- Engraves residents' vulnerable items with identification numbers to facilitate collection if stolen; fingerprints children for identification.
- Conducts security surveys in homes and businesses; compiles records and information from burglary reports and statistics used in safety program; performs crime report follow-up.
- Teaches fire safety, home alone safety and drug awareness tips to youth.
- Provides support services for special functions; assists with interdepartmental duties as needed.
- May transport residents and community leaders to/from meetings and events.

**Planning and Organizing:**

- Organizes work assignments to meet deadlines and community organization schedules; works to meet the goals and objectives of the department.
- Schedules crime prevention and safety education programs, seminars, displays and demonstrations on a daily basis via telephone or visitations.
- Plans and implements public safety and general assistance techniques for deaf, senior citizens and hardship cases.
- Inventories supplies and equipment; orders and maintains sufficient amount to ensure adequate units are available to perform daily tasks.

**Communication:**

- Greets and advises school children, senior citizens, businesses, civic groups and the general public on crime prevention, safety and security issues and techniques.
- Conducts meetings and listens to questions and feedback from audience to determine if safety message has been conveyed and understood as planned; reviews survey forms on presentation.
- Responds to questions, complaints and requests for information by telephone, in person or by mail from victims, community groups and leadership, merchants, the general public, officers and employees, superiors, etc.
- Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

**Administrative Duties:**

- Maintains current field and code manuals, policy and procedures, employee handbooks, various maps, etc., for reference and/or review.
- Substitutes for co-workers in temporary absence of same; performs flexible unit assignments as needed and other administrative tasks as assigned.
- Reads literature to stay abreast of activities and projects of external agencies; reviews various trade and professional journals and publications.
- Attends shift meetings, seminars and training sessions as required to remain knowledgeable of departmental and city operations, to promote improved job performance and to stay current with changing state/municipal policies, procedures, codes and criminal/civil case law.

**Equipment Use and Maintenance:**

- Operates a photocopy machine to copy and a facsimile machine to transmit and receive correspondence, documents and reports; uses a typewriter to complete forms and documents; uses a calculator to compile and compute numbers for reports and statistics.
- Utilizes VCRs, monitors, film projectors and slide projectors as a visual aid tool used during program presentations; uses cameras and tape recorder to record/present events; operates and utilizes various radio and public address system devices for communications.
- Operates a vehicle to mobilize to a meeting, activity, event, etc., which requires employee's presence outside employee's office building; inspects maintenance of vehicle prior to using and requests service and/or repairs as needed.

**Record Keeping and Documentation:**

- Completes daily time sheet and activity reports, vehicle maintenance requests, purchase requisitions, meeting report form and various other forms and documents.
- Maintains logs and statistics; prepares various weekly, monthly and/or yearly reports; compiles and prepares charts and graphs.
- Composes and prepares routine correspondence, letters, memoranda and other documents; maintains files and records of reports, forms, requests, memoranda, etc.; completes maintenance requests for equipment needing service and/or repair.
- May develop brochures, leaflets and other visual media for public distribution reinforcing crime prevention, security and safety in the community.

**Interpersonal Relations:**

- Attends community meetings and assists with community activities, programs and crime prevention; interacts with citizens, business owners and the general public by giving information and directions; exchanges data with other agencies.
- Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when their activities or investigations are related to on-going investigations being conducted by the Atlanta Police Department; works to achieve the highest level of cooperation and efficiency possible.

**Marginal Job Functions**

- Performs other related duties as required.

**Knowledge of Job**

Has general knowledge of modern police crime prevention, security and personal safety techniques, human relations and local law enforcement practices, policies and procedures as necessary in the completion of daily responsibilities. Is able to follow policies, procedures, plans and activities and to perform to established goals. Ability to perform operations and comply with department plans and objectives for the expedience and effectiveness of specific duties of the City. Is able to implement long-term goals for the department in order to promote effectiveness and efficiency. Has general knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Ability to keep abreast of any changes in policy, methods, operations, equipment needs, etc. as they pertain to departmental operations and local law enforcement activities. Is able to effectively communicate and interact with supervisors, employees, citizens, business owners and the general public and all other groups involved in the activities of the City as they relate to the department. Ability to assemble information and make written reports and present information in a clear and effective manner. Has good human relations skills. Ability to use independent judgement and discretion in the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has knowledge of the terminology, principles and methods utilized within the department. Has the mathematical ability to handle required calculations. Ability to read, understand and interpret reports and related materials, and perform related work as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School diploma or GED required; one year experience in police crime prevention, security preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Georgia driver's license.

### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of job related machines and office equipment. Must be able to move or carry related objects or materials. Physical demand requirements are at levels of those for active work.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability to communicate with people to convey or exchange professional information.

**LANGUAGE ABILITY:** May require the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May

be required to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

**INTELLIGENCE:** Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

**NUMERICAL APTITUDE:** May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape.

**MOTOR COORDINATION:** Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.